



PLANNING GRANT PROGRAM

APPLICATION MANUAL

Note: Before completing, make sure you have the most recent application by going to our web site at: www.commerce.state.wi.us/CD/CD-bcf-cdbg-pf.html and click on Bulletin.

Wisconsin Department of Commerce
Division of Community Development
Bureau of Community Finance
201 West Washington Avenue
P.O. Box 7970
Madison, WI 53707

Phone (608) 266-8934

Revised September 2003

CDBG PLANNING GRANT PROPOSAL

I. PLAN PROPOSAL COVER PAGE

APPLICANT (UNIT OF GOVERNMENT) INFORMATION

Applicant (Unit of Government)		Amount Requested * \$	Total Project Cost: * \$ <small>*(May be an estimate at this time)</small>
Chief Elected Official			Title
City/Village Clerk			2000 Population 1990 Population
Official Municipal Street Address			Phone #
			FAX #
			E-mail
City	County	State, Zip Code	FEIN
Contact Person			Title
Street Address			Phone #
			FAX #
			E-mail
City	County	State, Zip Code	Joint Application? <i>(Circle one)</i> Yes No If yes, list other unit(s) of Government:
Original Signature of Chief Elected Official ** Date			
** The signer acknowledges that receipt of a Planning Grant is not a guarantee of CDBG funding for plan implementation.			

GRANT WRITER:

If anyone other than the applicant assisted in preparing this application, please provide the following information. The signature of all preparers is required.		
Name of Preparer / Title / Company		
Address	City	State, Zip Code
Original Signature of Preparer Date	Phone #	
	FAX #	
	E-mail	

**PLANNING GRANT
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
APPLICATION**

I. Eligible Applicants/Grant Amount

- A. Local units of government may apply for funds to prepare a Plan for a specific project. The maximum grant amount is \$25,000.
- B. An eligible local government may submit an application for a Planning Grant at any time.
- C. The applicant must provide a cash match of at least 25 percent of the **entire** planning cost.
- D. The award of a Planning Grant does not commit the Department to provide funding for implementation of the Plan.
- E. The project being planned must meet one of three National Objectives for the CDBG program. They are: 1) Low and moderate-income benefit, 2) Slum and blight removal, 3) Urgent local Need. Most projects will meet either the low and moderate-income benefit or slum and blight removal Objectives.
- F. **Please note:** A Project Specific Plan is for a community and/or economic development project. For example, a plan to determine the feasibility, need, public interest, location, preliminary cost estimates including a conceptual design for a multi-use community center, fire station, senior center, or library would be considered Project Specific. A Project Specific Plan may also include a plan for the redevelopment of a blighted or contaminated site or to develop a plan for the reuse of a facility vacated as a result of a business shut down. A unit of government may apply for funds to develop an economic development strategy if it has suffered from a significant loss of jobs. The Plan must be oriented toward the creation of jobs for low-to moderate residents.

Not considered a Project Plan are specific architectural drawings for construction, engineering analysis or technical studies relating to the expansion or upgrading of water and sewer services, streets, and other similar municipal services/functions.

II. Application Questions (Please limit your answers to a total of three pages.) Make sure the attachments are labeled, identify the question being addressed, and are included at the back of the application.

- A. Identify the specific project that needs planning. Please include a map of your project area as Attachment 1.
- B. What is the public purpose of the project?
- C. Is the specific project an eligible CDBG activity?*

☐ Fire Station
☐ Downtown Public Improvements
☐ Telecommunication Infrastructure
☐ Slum and Blight Redevelopment
☐ Economic Development or recovery strategy
☐ Other _____

* Plans, not engineering studies, for water and sewer systems in areas lacking municipal services are eligible for consideration. Plans for intergovernmental cooperation in economic development planning or for providing municipal services are also eligible for consideration.

- D. What is the cost for the Plan on a dollar-per-hour basis? Include the proposal for services as Attachment 2.
- E. Demonstrate local support from citizens, economic development organizations or business groups. Include letters of support and funding commitments as Attachment 3.
- F. Demonstrate the capability of the local government or the proposed consultant to prepare the Plan. Include resumes or examples of similar work as Attachment 4.
- G. Describe the current status and why a Plan is necessary.
- H. Briefly identify the extent of poverty, unemployment, labor shortages, local tax rate or other economic factors in the specific project area. If you are applying for an economic development grant, please document job losses from information available from the State Department of Workforce Development at http://www.dwd.state.wi.us/lmi/cp_pdf/cp_mainx.htm.
- I. Identify the prospects for new investment and community and economic development in the project area.
- J. Will the project result in improvements to public health and safety? If yes, describe.
- K. Identify how the project will result in the preservation or expansion of the existing tax base.
- L. Identify how the project is consistent with other recently completed community or economic development projects such as Smart Growth Planning.
- M. Complete the Matching Funds Table on the next page.

III. **Submission of Applications**

Applications may be submitted **at any time**. Submit two (2) copies of your Application to:

Jeff Ellerbach
Wisconsin Department of Commerce
Division of Community Development
201 W. Washington Avenue
P. O. Box 7970
Madison, WI 53707

One (1) copy must contain the original signature of the chief elected official of the municipality.

IV. **Application Review Process**

The application review process will take approximately 60 days. **If the Department commits to participating in the project, the forms in Part II will need to be completed.** These forms are included in Part II and consists of documenting citizen participation and signed resolutions and assurances from the applicant, and a letter requesting exemption from the environmental review process. You may submit these forms with this application or after a Commitment Letter is issued.

For more information, contact:

Doug Thurlow, Grants Specialist
Bureau of Community Finance
Wisconsin Department of Commerce
P. O. Box 7970
Madison, WI 53707
Telephone: 608/266-7942
Fax: 608/266-8969
e-mail: dthurlow@commerce.state.wi.us

James Frymark, Director
Bureau of Community Finance
Wisconsin Department of Commerce
P. O. Box 7970
Madison, WI 53707
Telephone: 608/266-2742
Fax: 608/266-8969
e-mail: jfrymark@commerce.state.wi.us

MATCHING FUNDS TABLE

Please identify the source of match and when it will be available. At least 25% of the match must be from local sources.

Source	Amount	Date Available

PART II

The following forms are required to complete the application process. You may submit them with this application or after you receive a Commitment Letter from the Department.

ENVIRONMENTAL REVIEW EXEMPTION PROCESS

All recipients of CDBG assistance must prepare an Environmental Review Record (ERR).

I. Identify who prepared and completed the ERR:

II. Complete the following forms:

- 1) Statement of Activities
- 2) Determination of Exemption, if applicable.

You may not expend HUD assistance funds on a CDBG project until Commerce has approved your Request for Release of Funds and Certification.

For additional information on the ERR process, please consult the Implementation Handbook, Chapter 3 (ERR) or contact Sandy Herfel at (608) 266-2435.

AUTHORIZING RESOLUTION

Relating to the _____ of _____ participation in the Wisconsin
(County, City, Town, or Village) (Name)
Community Development Block Grant program.

WHEREAS, Federal monies are available under the Community Development Block Grant program,
administered by the State of Wisconsin, Department of Commerce; and

WHEREAS, after public meeting and due consideration, the _____ has
(Name of Appropriate Committee)
recommended that an application be submitted to the State of Wisconsin for the following projects:

(Brief List of Proposed Projects)

WHEREAS, it is necessary for the _____, to approve the preparation
(County Board, City Council, Village Board, Town Board)
and filing of an application for the _____ to receive funds from this program; and
(County, City, Town, Village)

WHEREAS, the _____ has reviewed the need for the proposed
County Board, City Council, Village Board, Town Board)
project(s) and the benefit(s) to be gained therefrom;

NOW, THEREFORE, BE IT RESOLVED, that the _____
(City Council, County Board, Village Board, Town Board)
does approve and authorize the preparation and filing of an application for the above-named project(s); and the
_____ is hereby authorized to sign all necessary documents
(Mayor, Council President, Board Chairman, Village President)
on behalf of the _____; and that authority is hereby granted to the _____
(County, City, Town, Village) (Name of Appropriate Committee)
to take the necessary steps to prepare and file the appropriate application for funds under this program in
accordance with this resolution.

ADOPTED on this _____ day of _____, 19 _____. ATTEST: _____
(Signature of the Clerk)

The above resolution has been authorized by the governing body of

_____ **by**

Resolution No. _____, dated _____

(Signature of Chief Elected Official)

STATEMENT OF ASSURANCES FROM THE MUNICIPALITY

The undersigned certifies that:

1. The municipality understands that no aspect of the activity, proposed for assistance will commence prior to the award of funds to the community and receipt of environmental certification letter from Commerce.
2. The municipality recognizes its responsibilities to comply with applicable state and federal regulations including, but not limited to, the completion of an environmental review, payment of federal Davis-Bacon wage rates for funded activities that fall under the provisions of federal labor standards, compliance with equal opportunity laws and regulations, compliance with acquisition and relocation laws, and the recruitment and hiring of low- and moderate-income persons for the positions being created.
3. The municipality acknowledges that the assistance, if provided, consists of federal funds and that any intentional misrepresentation or omission of information or data that materially affects the outcome of the review of the application is a federal offense punishable by a fine of not more than \$10,000 of imprisonment or not more than five years or both, per Title 19, Section 1001, of the United States Criminal Code.
4. Compliance will be maintained with Wisconsin Statutes relating to position opening notification to Job Service, and Subchapter 2, Chapter 111, Wisconsin Statutes, relating to nondiscrimination in employment.
5. The project is not likely to occur in Wisconsin without CDBG assistance, and financing is unavailable from any other source on reasonably equivalent terms.
6. CDBG funds will only be used for those activities included in the project budget, and the funds will not be used to replace funds from any other source.
7. Positions created as a result of this project shall be retained in the State of Wisconsin under the terms of a contract between the Department of Commerce and the Applicant. In addition, this project will not displace any workers in Wisconsin.
8. Authorization is granted to the Wisconsin Department of Workforce Development to provide the Wisconsin Department of Commerce with employment experience (employee names) associated with the CDBG Program application, as this employer reports to Workforce Development for unemployment compensation tax and wage record purposes.
9. The recipient will submit all required program reports as well as a financial audit of the funds expended.
10. The recipient will minimize displacement as a result of activities associated with CDBG funds.
11. The recipient will conduct and administer its program in conformance with the Civil Rights Act which provides that no person shall be excluded from participation, denied the benefits, or subjected to discrimination on the basis of race, color, familial status or national origin under any program receiving federal financial assistance (Title VI and Title VIII).
12. The recipient will develop and implement a citizen participation plan with the provisions of the Housing and Community Development Act of 1974 as amended [Sec 104(a)(3)].
13. Has identified its housing and community development needs, including those of low and moderate-income persons and the activities to be undertaken to meet such needs (see Pre-Application—Citizen Participation Certification).
14. The recipient will not exclude any individual from participation in, be denied benefits of, or be subjected to discrimination based solely on the individual's disability in accordance with the Rehabilitation Act of 1973 (Sec. 504).
15. The recipient will comply with any other provisions of the Community Development Block Grant program.
16. The recipient will adopt and enforce a policy prohibiting use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101-144.
17. The recipient will comply with notification, inspection, testing, and abatement procedures concerning lead-based paint in accordance with 24CFR 570.608.
18. The recipient will maintain documentation of compliance with the above certifications.

(Name of Chief Executive Officer—Please Print)

(Signature of Chief Executive Officer)

(Date)

(Name of Community)

LOBBYING CERTIFICATION FROM THE MUNICIPALITY

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Signature of Chief Elected Official)

(Date)

(Name of Local Government)

CITIZEN PARTICIPATION PLAN COMMUNITY DEVELOPMENT PROGRAM

PURPOSE

In order for the Community Development Program to operate effectively and to address the needs of the citizens of _____, the entire population must be kept informed. The decision-making process must be open and consistent with state and federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The _____ or its appointed designee administers the Community Development Program and the Citizen Participation Plan.
(Name of Appropriate Committee or Person)
2. To insure responsiveness to the needs of its citizens, the _____ or its appointed designee or responsible party shall provide for and encourage citizen participation.
(Same as Above)

NOTICES OF HEARINGS

Official notice of hearings will be by public notice in the official newspaper two weeks preceding the hearing. In addition, the public notice shall be posted at _____. These notices
(Town, Village, of City Hall)
will include time, place and date of meeting, as well as a brief agenda.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable residents to respond to proposals at all stages of the Community Development Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped and, if needed, for non-English speaking persons.

1. The first hearing will receive citizen views and provide an explanation of Community Development needs including discussion of housing, public facilities and economic development needs. Community goals and strategies should be reviewed including timetables, possible displacement, eligible activities and citizen views. A summary of proposed activities shall be included in the minutes of the hearing.
2. The second public hearing will receive citizen views and provide a review of program performance.
3. The first public hearing shall be held during the development of an application for funds. The second public hearing shall be held during the implementation of the program.

PROGRAM INFORMATION/FILES/ASSISTANCE

1. To the degree that time and staff allow, technical assistance will be provided to any citizen who requests information about program requirements.
2. The responsible party will maintain, in the official office of local government, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. Every effort will be made to respond to all proposals prior to the final action on that subject.
4. Citizens may petition or request in writing assistance for developing application proposals or changes to proposals. The responsible party will respond to all such requests to the degree that time and staff allow.

COMPLAINTS

The responsible party will handle citizen complaints about the program in a timely manner. The responsible party will respond in writing to all written letters of complaint within 15 days where practicable. The first contact for complaints should be made to the responsible party at the official office of local government and then to the chief elected official.

In addition to the above procedure, any citizen may submit a written complaint directly to the following address:

**Department of Commerce
Division of Community Development
Bureau of Community Finance
P. O. Box 7970
Madison, WI 53707**

NON-ENGLISH SPEAKING RESIDENTS

The responsible party will make special efforts to assure equal opportunity in the citizen participation process for non-English speaking persons.

RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN

WHEREAS, the _____ has applied for a Community Development Block Grant;
(Community Name)
and

WHEREAS, the State of Wisconsin Department of Commerce and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low- to moderate-income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings and provide for a complaint procedure; and

WHEREAS, the _____ has prepared and publicly reviewed a Citizen Participation
(Community Name)
Plan;

NOW THEREFORE BE IT RESOLVED that the _____ officially adopts the Citizen
(Community Name)
Participation Plan.

Adopted this _____ day of _____, _____.
(Day) (Month) (Year)

Approved:

Attest:

CITIZEN PARTICIPATION CERTIFICATION

I, _____, as Clerk for the _____ of _____,

hereby certify that the following checked topics were discussed at the Community Development Block Grant (CDBG) Citizen Participation public hearing held at _____ o'clock, on _____.

1. _____ Basic overview of the CDBG program.
2. _____ Total CDBG funds (include anticipated revolving loan funds) available for housing, public facilities and economic development.
3. _____ Types of activities eligible using CDBG funds for:
 - a. _____ Economic Development
 - b. _____ Public Facilities
 - c. _____ Housing
4. _____ Housing needs identified by staff/consultant prior to the public hearing.
5. _____ Community development (public facilities, economic development) needs identified by staff/consultant prior to the public hearing.
6. _____ Housing needs identified by attendees of the public hearing.
7. _____ Community development needs identified by attendees of the public hearing.
8. _____ Activities proposed for CDBG application.
9. _____ Potential for residential displacement as a result of the proposed CDBG activities.
10. _____ Public attending the meeting were offered an opportunity to discuss the proposed CDBG application.
11. _____ Evaluation of current policies and practices to determine if the communities projects, programs, activities and/or services adversely affects the full participation of individuals with disabilities.

Minutes of the above-described meeting are available upon request.

(Signature of Clerk)

(Date)